

Sanitary Conveyor Walkthrough Checklist

Use for pre-audit checks, routine GMP walkthroughs, or post-fabrication acceptance.

Facility / Site: _____

Line / Area / Equipment ID: _____

Date & Time: _____

Auditor(s): _____

Regulatory scope (check all that apply):

3-A BISSC FDA (FSMA/cGMP) HACCP NSF SQF USDA/FSIS

How to use:

1. Walk the conveyor from infeed to discharge and inspect product and splash zones.
2. Check applicable items and note findings and corrective actions.
3. If an item is not applicable, mark N/A.
4. File this with your sanitation or maintenance records.

A. Documentation

- HACCP hazard analysis references this conveyor/zone.
- SQF System documents current: risk assessments, PM, training, internal audits (if applicable).
- Preventive Controls / cGMP documentation current (if FDA-regulated).
- SSOPs define steps, chemicals, dwell times, verification, and reassembly checks.
- Material compliance letters on file (belts/plastics/gaskets/lubricants) with relevant 21 CFR cites.
- Changeover / allergen SOP and verification records available.

Observations / actions:

B. Construction and Materials

- Product and splash zones constructed of 304/316L stainless with no exposed mild steel.
- Welds in product/splash zones are continuous with no lap joints or skip welds and heat tint removed.
- No threads or non-sanitary fasteners in product zones (or they are shielded).
- No unsealed hollow members in product zones. Tube ends are capped or avoided.
- Belts, wearstrips, gaskets, and plastics are compatible with plant cleaners and temperatures.

Observations / actions:

C. Cleanability and Access

- Frames are open and drainable with no pooling after rinse.
- Lift-up idle ends, flip-up tails, and quick-release tensioners function and are labeled.
- Guards are tool-less or use captive hardware and remove cleanly for sanitation access.
- No harborage points on underside, returns, supports, or motor mounts.
- Defined swab points are accessible with lighting or mirror as needed.

Observations / actions:

D. Operation and Separation

- Raw/RTE zoning and traffic flow maintained. Drip and spray are controlled.
- Belt tracks correctly with no rubbing, fraying, or product contact with guards/structure.
- Food-grade incidental-contact lubricants used in potential exposure areas.
- Electrical enclosures and drives rated for the environment and positioned away from spray.
- Lockout points are reachable and do not create harborage.

Observations / actions:

E. Verification and Records

- Visual inspection meets internal criteria. Soils removed in product and splash zones.
- ATP or protein swabs (if used) meet limits. Outliers investigated.
- Deviations recorded with corrective actions and verification of effectiveness.
- Pre-op checks signed and filed. Startup verification completed.
- Follow-up work orders or parts requests submitted where needed.

Findings and corrective actions summary:

Note: This checklist is a helpful walkthrough tool, but your facility must follow all applicable regulations, and audit standards.

References: FDA 21 CFR 117, FDA 21 CFR 177 and 178.3570, USDA/FSIS 9 CFR 416, SQF Code (Edition 9).